Concord Public Library Gift Policy

The Concord Public Library is pleased to accept donations of books and other materials.

We will accept most materials, which are **clean** and in **good condition**. However, Concord Public Library *CANNOT* accept the following items:

- textbooks
- encyclopedias
- travel guidebooks which are over 5 years old
- health/medical books which are over 5 years old
- magazines
- Readers' Digest Condensed Books
- romance paperbacks (such as Harlequin and Silhouette)
- phonograph records
- items that have developed an odor

We evaluate gifts in light of their physical condition and their potential value to our patrons. The strengths and weaknesses of our collection and space limitations are also considered.

Due to the volume of gifts we receive, we cannot take items on approval and must accept them unconditionally. We cannot guarantee to add donated items to our collection. Unused items are sold, donated to other institutions, or, if these prove impossible, discarded.

We are not able to give appraisals for income tax purposes. However, a receipt acknowledging the gift will be provided upon request.

Individuals making a donation of materials may be asked to sign a form indicating that they have read the library gift policy and are donating their materials unconditionally.

This is to acknowledge that on		,
G	date	
name		has donated
to the Concord Public Library.		

Staff Signature

CONCORD PUBLIC LIBRARY GIFT POLICY

Concord Public Library is pleased to accept donations of books and other materials. We will accept all materials, which are clean and in good condition, **EXCEPT** textbooks, encyclopedias, travel guidebooks which are over 5 years old, health/medical books which are over 5 years old, magazines, Readers' Digest Condensed Books, romance paperbacks (such as Harlequin and Silhouette), phonograph records, or items that have developed an odor.

Items will be considered for the library colle to the volume of gifts, items cannot be accep	ection. Unused items will be sold or discarded. Due pted on approval.		

I have read the above and donate these r	materials unconditionally.		
Signature	Date		
CONCORD PUBLIC	C LIBRARY GIFT POLICY		
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